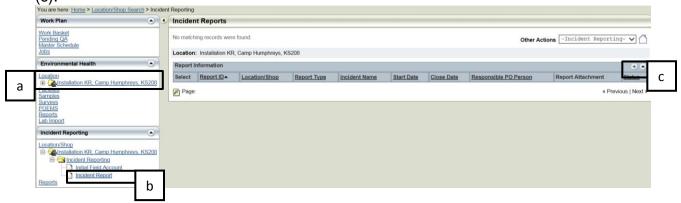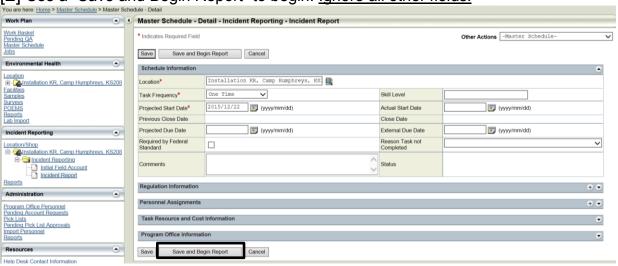# Adding an Incident Report (IR) in DOEHRS-IH

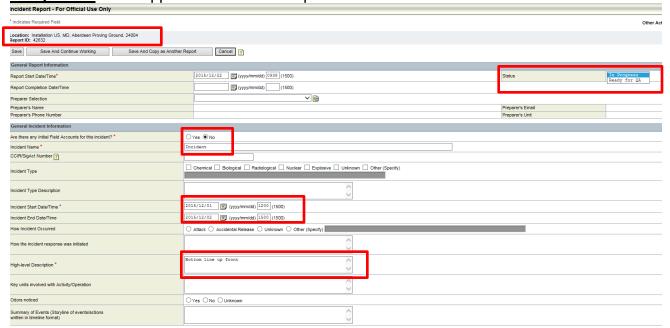**[1]** First, find your location (a). Then, expand the + signs to IR as shown (b). Add a new one (c).

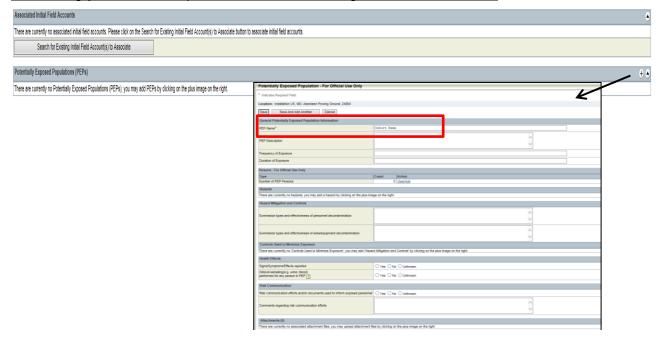

[2] Use a "Save and Begin Report" to begin. <u>Ignore all other fields.</u>

All tutorials here: https://phc.amedd.army.mil/topics/envirohealth/hrasm/Pages/DOEHRS_Resources.aspx

[3] Populate the required fields as shown to obtain a DOEHRS ID. Ensure the Status is Advanced to 'Ready for QA' **_when finished_**, and then marked 'Approved by QA' for **_final completion_**. Who approves the IR will depend on the situation and incident.

[4] Populating the details of the IR may take some time. If there are no Initial Field Accounts, there is no need to associate any. However, the key component is the Potentially Exposed Population (PEP). Adding the PEP may be certain to specific individuals, or a "generic" cohort (e.g. all personnel in Zone 6). The goal of the PEP is to define what this population was exposed to and for how long. <u>You will also be asked to document if there were any **adverse medical effects to anyone in the PEP**</u>. Great care should be used if addressing this and consulting your service specific Pubic Health Organization is advised.

All tutorials here: https://phc.amedd.army.mil/topics/envirohealth/hrasm/Pages/DOEHRS_Resources.aspx

[5] Complete the rest of the IR by documenting overarching Risk Communication that was conducted and relevant Points of Contact. If samples or surveys were added to DOEHRS-IH in the EH, IH, or Radiation modules they can be associated via a linkage to the IR. Add as many attached documents as necessary.

Remember to update the Status to 'Ready for QA' and 'Approved by QA when finished'.

All tutorials here: https://phc.amedd.army.mil/topics/envirohealth/hrasm/Pages/DOEHRS_Resources.aspx